

**Post Activity Requirements**  
**(paperwork to be submitted at conclusion of activity—within 60 days)**

- ☐ Final approved copy of all marketing materials listing the accreditation information
  - Note: any time the accreditation statement is used the following need to be listed: talk title, speaker name, date, time, location, objectives
- ☐ Documentation of faculty disclosure to attendees
  - Documentation needs to be submitted for each educational instance that lists out all faculty and planner disclosures (or lack thereof). There also needs to be this statement if a disclosure is present: “*All relevant financial relationships have been mitigated.*” The following statements are examples of compliance:
    - Planners: None of the planners have any relevant financial relationships to disclose
    - Today’s speaker (\_\_\_\_\_) has the following relevant relationships:
      - Relationship #1, Company #1
      - Relationship #2, Company #2
    - Planners have no relevant financial relationships, except for the following planner (\_\_\_\_\_) has the following relevant relationships:
      - Relationship #1, Company #1
      - Relationship #2, Company #2
    - All relevant financial relationships have been mitigated
- ☐ Listing of all grant support monies and/or in-kind donations received (if applicable)
- ☐ Signed Commercial Letters of Agreement (if applicable)
- ☐ Documentation of acknowledgement of commercial support to learners (if applicable)
- ☐ Copy of syllabus/Final Agenda
- ☐ Copy of presentation (only if disclosures are present- *if not submitted in CloudCME during the COI peer review process*)
- ☐ Attendance sheets/tracking (sign-in sheets)--- whatever method used to track learner participation.
- ☐ Participant roster (first name, last name, email, credential, credit amount)—EXCEL sheet (*only needed to track non-UW learners if texting is available*)
- ☐ Evaluation summary
- ☐ Outcome summary form
- ☐ Final Budget (if external funding was received)

Please note the following items are collected electronically through the CloudCME portal during the activity accreditation:

- ☐ Disclosure Form
- ☐ Peer Review Process (COI)
- ☐ Presentation Files (if disclosure present)

Closing paperwork can be submitted electronically via email to [cme@uw.edu](mailto:cme@uw.edu) or if internal to UW, upload to [OneDrive](#). Please notify the CME office if uploading to OneDrive.